

TOWN COLLECTOR

Job Description

Definition:

Administrative and technical work involving the collection of all municipal taxes and fees due to the Town; serves also as Assistant Town Treasurer; all other related work as required.

Supervision:

Works under the direction of the Town Treasurer with oversight by the Town CFO, Administrator, and Board of Selectmen. Works under the policies and By-Laws of the Town of Lanesborough, in conformance with applicable provisions of the Massachusetts General Laws.

Job Environment:

Makes frequent contact with other Town departments, the general public, attorneys, realtors, banks, and other outside offices as needed.

Work responsibilities are variable with periods of extreme activity occurring at specific times of the year.

Essential Functions:

Performs highly responsible duties of a complex nature which require considerable judgment and initiative, involving the collection, depositing, and accounting of all municipal taxes and fees.

Prepares and mails all tax bills (including all real estate, personal property, motor vehicle excise taxes, betterments, liens and other municipal fees and charges) due to the Town of Lanesborough and enforces payment of same. Assumes responsibility for collection, receipt, and accounting of these funds. Transmits funds to Town Treasurer. Reconciles accounts. Reports all receipts to Town Accountant.

Prepares and reconciles daily bank deposits and inputs collections into computer. Posts abatements granted by Assessors and grants refunds where applicable. Prepares weekly turnover reports and reconciles daily cash activity.

Computes interest on overdue accounts. Sends demand notices to delinquents. Prepares legal notice of tax taking for newspaper, places liens at Registry of Deeds and certifies tax title accounts to the Treasurer.

Researches and prepares municipal lien certificates and forwards them to attorneys, realtors, banks and the general public as requested. Updates commitment balance and end of month and year totals for auditing purposes.

Interfaces with Deputy Tax Collector to issue notice of warrants on past due excise tax bills., to mark the delinquents at the Registry of Motor Vehicles for non-renewal of license and registration, and to clear the delinquents upon payment of all taxes.

Provides information for real estate closings, re-mortgages, and foreclosures. Answers inquiries from property owners, members of banking and real estate community and other interested parties regarding any matter related to the Tax Collection operation of the Town.

Prepares real estate lists for mortgage banks/companies.

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Explains to the public the policies and procedures of the Town Collector's office, and tactfully and effectively deals with individual taxpayers regarding tax actions, complaints, personal and confidential finances in such manner as to obtain cooperation and to avoid friction.

Prepares and administers departmental budgets and reports.

Available, as requested, to report on all financial articles presented at Town Meeting.

Performs other similar or related duties as required or as situation dictates.

Physical and Environmental Conditions:

Work performed is in typical office conditions; occasional moderate physical effort is required to perform duties.

Applicable Qualifications:

Education and Experience:

Associates Degree in finance, business, accounting or related field is preferred; three years of responsible experience in banking, business or financial management. Massachusetts Certification by Collectors'/Treasurers' Association preferred. Any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge of the principles and practices of financial management with special knowledge of the legal controls, methods and procedures involving tax and fee collection. Ability to establish and maintain effective working relationships with Town officials, members of the banking and real estate communities, governmental representatives, and the general public. Ability to prepare accurate financial reports and records. Ability to communicate effectively both orally and in writing.

Computer literacy necessary.

Must be bonded upon taking office.

Approved by Board of Selectmen 11/14/16